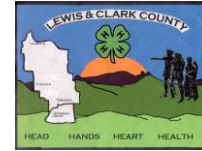




Lewis and Clark County 4-H Special Awards

Due to the Extension office October 15



CLUB SECRETARY

1. Minutes are records of what an organization does at its meeting. Minutes should include:
 - ✿ Name of club.
 - ✿ Date, time and place of meeting.
 - ✿ Number of members present and names of special guests.
 - ✿ States the minutes of the last meetings were or were not read and approved.
 - ✿ A record of all business transacted, including motions.
 - ✿ Record of committees appointed and committee reports.
 - ✿ Record of demonstrations presented, project work done, special features of the program and recreation.
 - ✿ Date, time and place of next meeting.
 - ✿ Minutes submitted to the 4-H Agent monthly.
2. Minutes should be legible. Record what is done, not what is said. Organize the minutes into clear concise statements and record each motion in a separate paragraph.
3. The Club Secretary Book should be used as a guide and reference.
4. Award given to Club Secretary: 1st place - \$15.00
2nd place - \$10.00
3rd place - \$ 5.00

4-H CLUB SCRAPBOOK /FACE BOOK PAGE/WEBSITE

1. Requirements:
 - ✿ Should be neat and organized.
 - ✿ Name of club should be displayed.
 - ✿ Dates should be included.
 - ✿ Should contain pictures of the club members and club activities.
 - ✿ Should contain materials the club has won (i.e. ribbons, certificates, etc).
 - ✿ Detailed information explaining events should be included.
2. Award given to the club: 1st place - \$15.00
2nd place - \$10.00
3rd place - \$ 5.00